

MINUTES

OF THE

CIA CAREER COUNCIL

20th Meeting, Thursday, 15 March 1956, 4:00 p.m.
DCI Conference Room, Administration Building

Present: Lyman B. Kirkpatrick, IG, Acting Chairman
[REDACTED] S/DDP, Alt. for DD/P, Member
25X1A [REDACTED] D/OC, Member
[REDACTED] SA/DDI/AD, Alt. for DD/I, Member
[REDACTED] /TR, Alt. for DTR, Member
[REDACTED] Pers, Alt. for D/Pers, Member
Lawrence K. White, DD/S, Member
25X1A [REDACTED] Executive Secretary
[REDACTED], Reporter

Guests

25X1A [REDACTED] Member of Task Force on Incentive
[REDACTED] Member of Task Force on Incentive
[REDACTED] Deputy General Counsel
25X1A9a [REDACTED] Office of Personnel

1. The minutes of the 19th meeting of the CIA Career Council were approved as distributed.

2. The Council considered the Staff Study on "Incentive and Honor Awards", dated 7 March 1956, together with the amendment, same subject, dated 14 March 1956, prepared by the Special Task Force which consisted of [REDACTED] represented the Task Force in presenting the salient features of the proposal. Graphic Aids showing the past and proposed relations of the Incentive Awards Program and the Honor Awards Program and medals and certificates applicable to each were available.

3. P.L. 763, title 3 "Government Employees and Incentive Awards Act" which became effective in November 1954, and the interpretation, definitions and procedures (No. 477) made, according to law, by the Civil Service Commission, occasion the re-evaluation of these two programs within the Agency. The Task Force addressed itself to three principal problems.

a. The confusion we now have in policy and administration in the whole field of recognition of the individual.

b. The basic philosophy with respect to personal recognition.

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c. What to do with cash as a factor in this field.

4. The conclusions and recommendations of the staff study, which were approved by the Career Council, elaborate on the three problems listed above and they are therefore only summarized below.

a. The entire program was renamed the Incentive Awards Program under the jurisdiction of the DDS. It consists of an Honor Awards element under the supervision of the Director of Personnel, and a Suggestion Awards element under the supervision of the Chief, Management Staff.

b. The Incentive Awards Committee was renamed the Suggestion Awards Committee.

c. The responsibility for awards for meritorious service and performance was transferred from the former Incentive Awards Committee to the Honor Awards Board.

d. A Certificate of Merit carrying a flat, unvarying fee of \$100.00 was established, to rank after the present Intelligence Medal of Merit.

e. Aside from the \$100.00 fee accompanying the Certificate of Merit, no money would be paid for superior performance. The Certificate of Merit would be used primarily to recognize the performance or service of persons in grades GS-10 and below.

f. Cash will be paid for suggestions depending on the value of the estimated savings or improvement according to government-wide standards established by the Civil Service Commission.

g. As a matter of policy, exception to which would be made only by the DCI, no cash would be paid to persons in grades GS-15 and above for an improvement suggestion.

h. No member of the Suggestion Awards Staff, Records Management Staff, or Organization and Methods Staff would be eligible for any award for an improvement suggestion.

[The Acting Director of Central Intelligence approved the Staff Study, recommendations and conclusions of which are summarized above, on 31 March.]

5. It was agreed that the Fitness Report Handbook which was about to go out of print, would be reprinted and distributed to any supervisor who wished to retain a desk copy.

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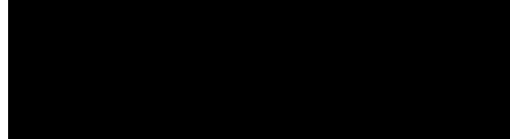
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6. It was agreed that the memorandum "Aids to Personnel Management" would be placed on the Agenda of the Council and that the Council would consider the revision of "Individual Career Planning" at its next meeting.

7. The Council adjourned at 4:55 p.m.



Executive Secretary
CIA Career Council

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